



**CHIEF OF PLANT OPERATION I (CORRECTIONAL FACILITY)  
CHIEF OF PLANT OPERATION II (CORRECTIONAL FACILITY)  
CHIEF OF PLANT OPERATION III (CORRECTIONAL FACILITY)**  
**Final Filing Date: October 28, 2010**

**PROMOTIONAL**

**AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER -** Equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age or sexual orientation.

**EXAMINATION BASE** DEPARTMENTAL FOR:  
  
DEPARTMENT OF CORRECTIONS AND REHABILITATION excluding Prison Industry Authority & California Prison Health Care Services (Plata)]

**WHO SHOULD APPLY** **COMPETITION LIMITED TO STATE EMPLOYEES**  
Applicants must have a permanent civil service appointment with the Department of Corrections and Rehabilitation OR must be: 1) a current or former employee of the Legislature for two or more years as defined in Government Code § 18990; OR 2) a non-elected exempt employee of the Executive Branch for two or more consecutive years as defined in Government Code § 18992; OR 3) a person retired from the United States Military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991. Under certain circumstances, other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2.  
  
**NOTE: Applicants applying under Government Code § 18991 must provide documentation of retirement or honorable discharge from the United States Military.**

**HOW TO APPLY** Submit Examination Application (Std. Form 678)  
  
**By mail with:** **or** **In person with:**  
**Department of Corrections and Rehabilitation** **Department of Corrections and Rehabilitation**  
**Office of Workforce Planning and Selection** **Office of Workforce Planning and Selection**  
**P.O. Box 942883** **1515 "S" Street, Room 522-N**  
**Sacramento, CA 94283-0001** **Sacramento, CA 95811-7243**  
**(916) 322-2545** **(916) 322-2545**  
  
If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to the same street address as listed above for the Office of Workforce Planning and Selection.  
  
If you meet the entrance requirements for Chief of Plant Operation I (Correctional Facility), Chief of Plant Operation II (Correctional Facility), and Chief of Plant Operation III (Correctional Facility), you may file for one or more examination(s) on a single application. However, you must list the examination title(s) of each examination you wish to file for. You will only be considered for acceptance into the examination(s) that you have listed on your application.  
  
**NOTE:** Only applications with an original signature will be accepted.

**APPLICATION DEADLINE/ REQUIREMENTS** **October 28, 2010** is the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after this date will not be accepted for any reason.  
  
All applicants must meet the education and/or experience requirements for this examination by the final filing date.

**TEST DATE** It is anticipated that Qualifications Appraisal Interviews will be held during January/February 2011.

**SALARY RANGE(S)** As of: September 16, 2010  
  
**CHIEF OF PLANT OPERATION I (CORRECTIONAL FACILITY) - \$4,813.00 - \$5,808.00**  
**CHIEF OF PLANT OPERATION II (CORRECTIONAL FACILITY) - \$5,049.00 - \$6,086.00**  
**CHIEF OF PLANT OPERATION III (CORRECTIONAL FACILITY) - \$5,286.00 - \$6,381.00**

**MINIMUM QUALIFICATIONS** **CHIEF OF PLANT OPERATION I (CORRECTIONAL FACILITY)**  
  
**Either**  
  
One year of experience in California state service performing the duties of a Chief Engineer I (Correctional Facility), Chief Engineer I, Supervisor of Building Trades (Correctional Facility), Supervisor of Building Trades. Or  
  
Two years of experience in California state service performing the duties of a trades supervisor. Or  
  
Two years of experience in charge of plant maintenance in a plant or facility with a population of at least 750 persons and employing at least 25 persons including both stationary engineers and building tradespersons. Or

MINIMUM  
QUALIFICATIONS  
(CONTINUED)

Three years of experience in the supervision of a maintenance crew including several crafts in a plant or facility of at least 750 residents and employees.

**CHIEF OF PLANT OPERATION II (CORRECTIONAL FACILITY)**

**Either**

One year of experience in California state service performing the duties of a Chief of Plant Operation I (Correctional Facility), Chief of Plant Operation I or Chief Engineer II. **Or**

Two years of experience in California state service performing the duties of a Chief Engineer I (Correctional Facility), Chief Engineer I, Supervisor of Building Trades (Correctional Facility) or Supervisor of Building Trades. **Or**

Three years of experience in California state service performing the duties of a trades supervisor. **Or**

Two years of experience in charge of plant operations in a plant or facility with a population of at least 1,000 persons and employing a maintenance crew of at least 35 persons, including both stationary engineers and building tradespersons.

**CHIEF OF PLANT OPERATION III (CORRECTIONAL FACILITY)**

**Either**

One year of experience in California state service performing the duties of a Chief of Plant Operation II (Correctional Facility) or Chief of Plant Operation II. **Or**

Two years of experience in California state service performing the duties of a Chief of Plant Operation I (Correctional Facility), Chief of Plant Operation, or Chief Engineer II. **Or**

Three years of experience in California state service performing the duties of a Chief Engineer I (Correctional Facility), Chief Engineer I, Supervisor of Building Trades (Correctional Facility), or Supervisor of Building Trades. **Or**

Three years of experience in charge of plant operation, in a facility with a population of at least 2,500 persons and employing a maintenance crew of at least 45 persons, including both stationary engineers and building tradespersons.

**ALL CLASSIFICATIONS**

**Special Personal Characteristics:** Willingness to work at a State correctional facility; and tact.

**Special Physical Characteristics:** Persons appointed to positions in this class must be reasonably expected to have and maintain sufficient strength, agility, and endurance to perform during stressful (physical, mental, and emotional) situations encountered on the job without compromising their health and well-being or that of their fellow employees or that of youthful offenders.

Assignments may include sole responsibility for the supervision of youthful offenders and/or the protection of personal and real property.

**Additional Desirable Qualifications:** Education equivalent to completion of the twelfth grade.

Qualifying experience may be combined on a proportionate basis if the requirements stated above include more than one pattern and are distinguished as "Either" I, "or" II, "or" III, etc. For example, candidates who possess qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**OUT-OF-CLASS EXPERIENCE:** A "completion of an out-of-class assignment" memorandum, dated within one year of assignment completion, is required to use as out-of-class experience to meet the minimum qualifications for examination purposes. Employees may obtain this documentation from his/her Institutional Personnel Officer/Personnel Liaison. Out-of-class experience without required documentation will not be considered for examination purposes.

EXAMINATION  
PLAN

This examination will consist of a Qualifications Appraisal Interview only. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70.00% must be attained in the interview. **CANDIDATES WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.**

**Qualifications Appraisal -- Weighted 100.00%**

**Scope:** Emphasis in the examination will be on measuring competitively, relative to job demands, each candidate's:

**CHIEF OF PLANT OPERATIONS I CLASSIFICATION:**

- A. Knowledge of:**
- 1. Methods, materials, and tools used in maintenance and repair of heating, electrical, refrigeration, ventilation, and plumbing equipment, and buildings and grounds
  - 2. Types of heating, refrigeration, ventilating, water supply, and sewage treatment systems used in institutions.
  - 3. Operation of high pressure steam boilers, thermostatic temperature controls, and refrigeration and air-conditioning units
  - 4. Federal, State, and county/city rules and regulations regarding the removal, storage, and disposal of hazardous waste and materials
  - 5. Hazardous materials control data sheets
  - 6. Underground storage tanks

EXAMINATION PLAN  
(CONTINUED)

7. Air, water, and sewage quality standards

8. Maintenance of sophisticated surveillance and security systems

9. Rules and Safety Orders of the Division of Industrial Safety applying to the operation and maintenance of buildings and ground

10. Principles of effective supervision

11. The Department's Equal Employment Opportunity Program objectives

12. A Supervisor's role in the Equal Employment Opportunity Program and the processes available to Meet equal employment opportunity objectives
- B. Ability to:

1. Effectively communicate at a level required for successful job performance

2. Direct the work of installing, operating and maintaining institution heating, electrical, water, sewage, and other mechanical systems

3. Read, interpret, and work from plans, drawings, and specifications

4. Plan and direct the work of skilled crafts persons and semiskilled workers

5. Keep accurate records and prepare reports

6. Think and act quickly in emergencies

7. Effectively contribute to the Department's equal employment objectives

CHIEF OF PLANT OPERATIONS II & III CLASSIFICATIONS:

- A. Knowledge of:

1. Types of heating, electrical, plumbing, water, refrigeration, sewage, and other mechanical systems and equipment

2. Operation and maintenance of high-pressure steam boilers

3. Materials, methods, and tools used in the maintenance of buildings and grounds

4. Operation of mechanical refrigeration and air-conditioning systems

5. Thermostatic temperature control systems

6. Federal, State, and county/city rules and regulations regarding the removal, storage, and disposal of hazardous waste and materials

7. Hazardous materials control data sheets

8. Underground storage tanks

9. Air, water, and sewage quality standards

10. Maintenance of sophisticated surveillance and security systems

11. Rules and Safety Orders of the Division of Industrial Safety applicable to the operation and maintenance of buildings and grounds

12. Principles of personnel management and supervision

13. The Department's Equal Employment Opportunity Program objectives

14. A supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives
- B. Ability to:

1. Effectively communicate at a level required for successful job performance

2. Direct the work of installing, operating, and maintaining institution heating, electrical, water, sewage, and other mechanical systems

3. Read, interpret, and work from plans, drawings, and specifications

4. Make cost estimates of building repairs, maintenance, and mechanical installations and execute a program of preventive maintenance for buildings and mechanical equipment

5. Plan and direct the work of skilled crafts-persons and semiskilled workers

6. Keep accurate records and prepare reports

7. Think and act quickly in emergencies

8. Effectively contribute to the Department's equal employment opportunity objectives

ELIGIBLE LIST  
INFORMATION

A departmental promotional eligible list will be established to fill vacancies for the Department of Corrections and Rehabilitation. The list(s) will be abolished **12** months after establishment unless the needs of the service and conditions of the list(s) warrant a change in this period. For each classification listed above, a separate eligible list will be established.

POSITION  
DESCRIPTION AND  
LOCATION(S)

All Levels:

Incumbents in all levels plans and supervises the operation, maintenance, and repair of the plumbing, heating, lighting, intercommunicating, sewage disposal, air conditioning, ventilating and refrigerating systems and auxiliary equipment, including high-pressure steam boiler units, gas and oil furnaces, transformers, chlorinators, pumps, compressors, condensers, steam lines, water lines, gas lines, steam traps, meters, and recorders; assigns and inspects the carpentry, masonry, electrical, plumbing and painting work required in the maintenance and repair of buildings and structures; plans and directs the removal, storage, and disposal of hazardous waste and materials; maintains hazardous materials control data sheets; maintains underground storage tanks; plans and directs maintenance of sophisticated surveillance and security systems; plans and directs maintenance and repair of motor vehicles including smog equipment; plans and directs water and energy conservation programs; supervises the installation, maintenance, and repair of laundry, kitchen, water and sewage plant, and similar institution facilities and equipment, the upkeep of walks and roads, and the repair and construction of parts, tools, and fixtures; coordinates the work of skilled and semiskilled employees; checks and consults with the skilled crafts-persons in the various repair shops on work progress and problems; inspects equipment and facilities to determine condition and need for repairs; estimates future equipment and material requirements; maintains blueprints and records of institution facilities; keeps records of equipment and operating data; prepares cost estimates for operation, maintenance, and repair work; prepare reports, capital outlay, and special repair concept papers; assists in the preparation and execution of plans for construction and building maintenance programs and such other related activities as may be delegated; maintains order and supervises the conduct of persons committed to the Department of Corrections and Rehabilitation; prevents escapes and injury by these persons to themselves or others or to property; maintains security of working areas and work materials; inspects premises and searches inmates or youthful offenders for contraband, such as weapons or illegal drugs.

POSTION DESCRIPTION AND LOCATION(S)	<p><b>Chief of Plant Operation I, (Correctional Facility):</b> Incumbents in this class are:</p> <ol style="list-style-type: none"><li>Responsible for the maintenance and plant operations at a state correctional facility comprising Several buildings and having a comprehensive maintenance program; or</li><li>May be assigned as an assistant to a Chief of Plant Operation III, (Correctional Facility)</li></ol> <p><b>Chief of Plant Operation II, (Correctional Facility):</b> Incumbents in this class are responsible for the maintenance and plant operation activities of a medium State institution or facility.</p> <p><b>Chief of Plant Operation III, (Correctional Facility):</b> Incumbents in this class are responsible for the maintenance and plant operation activities of a large State institution or facility.</p>
SPECIAL TESTING ARRANGEMENTS	If you have a disability and need special testing arrangements, mark the appropriate box on the "Examination Application." You will be contacted to make specific arrangements.
VETERANS POINTS/ CAREER CREDITS	Veteran's Preference Points and career credits are not granted in promotional examinations.

GENERAL INFORMATION

**It is the candidate's responsibility** to contact the Department of Corrections and Rehabilitation's Office of Workforce Planning and Selection at (916) 322-2545 three weeks after the final filing date if he/she has not received a progress notice.

**Applications are available at** Department of Corrections and Rehabilitation offices, State Personnel Board offices and local offices of the Employment Development Department, and online at [www.jobs.ca.gov/OEC/jobs/stateapp.aspx](http://www.jobs.ca.gov/OEC/jobs/stateapp.aspx).

**The Department of Corrections and Rehabilitation** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned changed. Such revisions will be in accordance with civil service laws and rules and all competitors will be notified.

**Examination Locations:** If this examination requires a written test and/or oral interview, they will be scheduled throughout the State at the correctional institutions, youth facilities, and/or parole regions. However, locations of the written test and/or oral interview may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by a competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional; 2) departmental promotional; 3) multidepartmental promotional; 4) servicewide promotional; 5) departmental open; 6) open. When there are two lists of the same kind, the older must be used first.

**If you meet the requirements** stated in this bulletin, you may take this examination. Possession of the entrance requirement(s) does not assure success in the examination or placement on the employment list. All candidates who pass the examination described in this bulletin will be ranked according to their scores.

**General Qualifications:** Competitors must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination and fingerprinting may be required. In open examinations, an investigation may be made of employment records and personal history.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES WILL BE HIRED

FOR CURRENT CDCR TESTING INFORMATION CALL (916) 322-2545  
Telecommunications Relay Service (TRS): DIAL 7-1-1  
[www.cdcr.ca.gov](http://www.cdcr.ca.gov)

THIS CANCELS AND SUPERSEDES ALL PREVIOUSLY ISSUED BULLETINS